Neuropathy Seminar Appointment Tracking Log

Date of Lecture_____ Employee: _____ Page ____ of ____

First Five Italicized Columns (First 5 Columns) Filled Out after the Seminar Listing Names in Order of First Appointment to Last Appointment
Front Desk fills in last 3 columns and uses back or additional sheets for follow up notes & Highlights in GREEN when they show

Name	*Phone #'s*	*Date Of Appt*	*Time Of Appt*	*Email Camp Strtd*	Conf Apt Y/N	Showed Y/N	F/U Notes: Give as much detail as possible. Result of appointment, reschedule date, etc., etc.